

JOHN DE LA HOWE  
SCHOOL FOR AGRICULTURE

# PARENT- STUDENT HANDBOOK

ACADEMIC YEAR 2020-2021



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JOHN DE LA HOWE SCHOOL  
FOUNDED 1797

# INTRODUCTION AND PURPOSE

**Welcome to the John de la Howe – School for Agriculture!** We are a state-funded, public, residential high school focused on providing a unique and challenging agricultural education program. Our school, the first statewide program of its kind in the nation, will allow students to receive hands-on training in the fields of agriculture, agribusiness, forestry, land management, food science, and more - all aimed at assessing the needs of modern farms.

We present to you this **Parent-Student Handbook**, which shall serve as a guide so parents and students have a better understanding of the expectations, standards, and course requirements for John de la Howe – School for Agriculture. The policies and procedures outlined in this handbook are designed to support our campus community and ensure student and family safety. The codes and systems set in place are intended to assist students in safely and successfully navigating JDLH's residential life and agricultural education program. Our faculty and staff are expected to model the behavior we ask of our students.

Inquiries about topics addressed in the handbook can be directed to personnel, as indicated.

## MISSION STATEMENT

To provide a quality agricultural education that will enable its students to be the state's future leaders in agribusiness, business, and education.

## VISION STATEMENT

To offer a rigorous agricultural education program that will challenge motivated high school students to develop their interest in agriculture and natural resources by providing classes and hands-on learning opportunities in agribusiness.

## SCHOOL EXPECTATIONS

Students at John de la Howe are held to a high standard and are expected to uphold that standard while living on and off campus. We vow to teach students responsibility, respect, integrity, hard work, and leadership. We hope to create an environment where students feel safe, comfortable, relaxed, and able to enjoy learning through different aspects. We want our students to impact the world around them positively and strive for a successful career in agriculture or whatever pathway chosen.

## ACADEMIC INTEGRITY

At the John de la Howe – School for Agriculture, students are always expected to uphold high ethical standards. We strive for our students to become valuable members of the community; therefore, we instill the values of respect, responsibility, trust, honesty, and fairness. Through these values and principles, we strive to create an environment of academic honesty presented throughout our school by students, faculty, and staff.

## LETTER FROM THE PRESIDENT

In 1797, Dr. John de la Howe left his estate to South Carolina, to create an Agricultural Seminary for the state's youth. The John de la Howe School is the oldest publicly funded school in South Carolina. To top that, this is the oldest school dedicated to Agricultural Education in the Nation! The school's new mission really isn't new at all. Our goals and vision completely honor the 1797 will of Dr. De la Howe, established only nine years after the Palmetto state was born.

The students selected to attend here will utilize the 1,310 acre farm as an agricultural education laboratory. Students will be able to focus on the area of agriculture that interests them the most. The three pathways we offer are Plant and Animal Science, Horticulture, and Environmental and Natural Resources. Students will have the opportunity to manage livestock, equine, wildlife, aquaculture, and forestry on a large scale.

The campus is located in historic McCormick, South Carolina, along the Heritage Corridor. The county was named after a famous agricultural engineer, Cyrus McCormick. The campus is surrounded by three miles of beautiful Lake Thurmond shoreline. Our quaint McCormick community welcomes students and visitors with open arms.

Residential high schools are somewhat rare in the southeast due to cost. We are grateful that the South Carolina General Assembly is in full support of this prestigious school to help offset student costs. We ask that our students and their families personally thank their Representative and Senator for providing this unique educational opportunity.

Our staff and faculty are anxiously awaiting the arrival of our students in August! The class of 2022 will be the inaugural graduating class of the John de la Howe School for Agriculture, #HoweToMakeHistory! Come prepared to have the best high school experience possible for Agricultural Education.

Sincerely,

**Timothy R. Keown**

*President*

# TABLE OF CONTENTS

## CHAPTER 1: ACADEMICS

Admission Requirements .....	5
Academic Majors .....	5
Dual Credit Opportunities .....	5
Mock Class Schedules .....	6
Daily Bell Schedule .....	7
Early Release Day Bell Schedule .....	8
Textbooks .....	8
Certifications, Diplomas, and Graduations .....	8
South Carolina Graduation Seals Criteria .....	9
Honors Seal of Distinction .....	9
College-Ready Seal .....	9
Career Seal of Distinction .....	10
Specialization Seals of Distinction .....	10
College Admission Requirements .....	11
Standardized Testing .....	11
Attendance, Absences, & Make-up Policy .....	11
Grades & Report Cards .....	12
Withdrawal from a Course .....	12
Withdrawal from School .....	12
Special Needs .....	12
Class Testing and Assignments .....	13
Cheating/Plagiarism .....	13
Events, Assemblies, Ceremonies .....	13
Organizations and Clubs .....	14
Leadership in Organizations .....	15

## CHAPTER 2: CAMPUS LIFE AND SERVICES

Resident Advisors .....	15
Residence Hall Facilities .....	15
Nightly Roll Call .....	15
Room Checks and Cleanliness .....	16
What to Bring to Campus .....	16
What Not to Bring to Campus .....	16
Check-In/Check-Out Procedures .....	17
Lights Out .....	17
Campus Safety and Security .....	17
Emergencies and Parent Notifications .....	17
Contact Information for Parents and Students .....	17
Drills and Responses .....	17
Fire Drills/Fire Alarm Activation .....	17
Severe Storms, Tornadoes, and Earthquakes .....	18
Intruder or Active Shooter (Criminal or Terrorist) .....	18
Campus Security .....	20
Custodial/Maintenance .....	20
Laundry .....	20
Dining Services .....	21
Mail Service .....	21
Athletic, Recreation and Fitness Program .....	21
Athletics .....	21
Physical Activity .....	22
Community Involvement .....	22
Extended Learning .....	22
Extended Weekends .....	22

Weekend Events .....	23
School-Related Events .....	23
Lost and Found .....	23
Student/Parent Communication .....	23
Cell Phones .....	23
Movies/Video Games/Electronic Handheld Devices .....	23
Student Relations and Public Displays of Affection .....	24
Visitors.....	24

## CHAPTER 3: POLICIES, PROCEDURES, GUIDELINES

Automobiles/Transportation.....	24
Information Technology Acceptable Use Policy .....	25
Internet Safety Policy .....	26
Rules Governing Use .....	27
Penalties for Improper Use.....	28
Warranty.....	28
Privacy.....	29
Plagiarism and Copyright .....	29
Other .....	29
Surface Tablet Guide .....	
Introduction.....	29
Receiving Tablets.....	30
Denying School Tablet .....	30
Returning the Tablet.....	30
Managing Files and Saving Work.....	33
Applications on Tablets .....	33
Digital Citizenship.....	33
Creative Commons Copyright .....	34
Time of Individualized Learning & Lessons (T.I.L.L.).....	34
Bullying, Threats, and Hazing .....	35
Horseplay and Disorderly Assembly .....	35
Student Dress Code .....	35
Pornographic Material.....	36
Drug and Alcohol Abuse.....	36
Equal Opportunity .....	36
Fees and Charges.....	36
Student Meal Fee Policy and Information .....	36
Fee Amount.....	37
Payment of Fees .....	37
Financial Aid Waivers.....	37
Financial Aid Schedule and Payment Options .....	37
Fee Waivers .....	38
Refunds.....	38
Delinquent Payments .....	38
Orientation.....	38
Privacy, Search, and Seizure.....	39
Code of Conduct.....	39
Philosophy.....	39
Academic Integrity and Honor Code .....	39
Disciplinary Code .....	40
Violations and Consequences.....	40
Consequence Descriptions .....	42
Due Process.....	43
Policy Definitions.....	45

## CHAPTER 1: ACADEMICS



## ADMISSION REQUIREMENTS

- Full legal name
- Address of residence
- Parent/Guardian contact information including emails
- Phone numbers--parent's and student's (home, cell, work)
- Current grade level
- Photo-passport style, to be used for school ID
- 2 STEM teacher evaluations
- 1 Agriculture-related evaluation (e.g. an Ag teacher or community member)
- School counselor evaluation
- H.S. transcript
- Class rank, standardized test scores if available (PSAT, SAT, PLAN, ACT)
- Discipline and attendance records
- Personal Essay
- List classes/training/experiences you may have had in the past two years. Limited experience is not detrimental to your candidacy.
- Interview--a panel of agriculture and school professionals will conduct a personal interview with each applicant after review of application materials.

## ACADEMIC MAJORS

All students that are currently enrolled at the John de la Howe – School for Agriculture have access to three majors within the Agriculture, Food and Natural Resources Cluster. Students must complete four units within each major to complete that major. Please refer to the Counseling Manual for any further information.

1. Environmental & Natural Resources Management
2. Horticulture
3. Plant and Animal Systems

## DUAL CREDIT OPPORTUNITIES

A student may take classes at Piedmont Technical College while attending high school, earning both high school and college credit for courses completed successfully. The purpose of these courses is to allow students the opportunity to earn college credit while still enrolled in high school. Students will receive one unit (AP level) per course for high school credit. Students will be required to purchase college texts. Students earning a C or better will receive 3 hours of college credit per course. Piedmont Technical College will provide a transcript to the high school upon completion of the semester as required by the SC Department of Education.

Students must complete the following admissions requirements:

- Piedmont Technical College Application for Admission

- Piedmont Technical College Dual Enrollment Registration Form signed by parent/guardian and guidance counselor/administrator
- Piedmont Technical College placement test scores (Accuplacer) or appropriate ACT or SAT scores
- Students must follow Piedmont Technical College's registration process
- Students must seek advisement from the guidance department. This is college level work, and students should have already demonstrated success with high school level work. Other considerations: student GPA, attendance, work ethic, and skills and characteristics described on the Profile of the South Carolina Graduate.

Transferability:

The S.C. Commission on Higher Education (CHE) publishes a list of transferable courses to all public institutions in South Carolina. This list can be found at <https://www.ptc.edu/academics/transfer-programs/courses-transfer>. Many private colleges also accept these courses for transfer credit. Career and technical courses not found on this list are transferable to all technical colleges and many public and private 4-year colleges, depending on the student's major.

Students will still be eligible for the full four years of LIFE scholarship assistance after high school graduation if they maintain the appropriate GPA. If students apply to another college or university, the grades earned at Piedmont will be reviewed by the receiving institution, and these grades will affect the LIFE Scholarship.

## MOCK CLASS SCHEDULES

Each morning students are required to report to the Cafeteria by 7:45 a.m. for the morning announcements and to be accounted for.

### A DAY

	<b>1<sup>st</sup> Block</b>	<b>2<sup>nd</sup> Block</b>	<b>3<sup>rd</sup> Block</b>	<b>4<sup>th</sup> Block</b>
<b>Language Arts</b>	English 10 A	English 10 B		
<b>Math</b>	Math 10 B	Math 10 A		
<b>Science</b>	Science 11 A	Science 11 B		
<b>Social Studies</b>	Social Studies 11 B	Social Studies 11 A		
<b>Virtual SC</b>	As Needed	As Needed	As Needed	As Needed
<b>Ag. Teach 1</b>			Ag. Science & Tech	Intro. to Horticulture
<b>Ag. Teach 2</b>			Ag. Business & Mktg.	Forestry
<b>Ag. Teach 3</b>			Equipment Op. & Maint.	Cattle Production
<b>Spanish</b>			Spanish 1	Spanish 2

## B DAY

	<b>1<sup>st</sup> Block</b>	<b>2<sup>nd</sup> Block</b>	<b>3<sup>rd</sup> Block</b>	<b>4<sup>th</sup> Block</b>
<b>Language Arts</b>	English 11 A	English 11 B		
<b>Math</b>	Math 11 B	Math 11 A		
<b>Science</b>	Science 10 A	Science 10 B		
<b>Social Studies</b>	Social Studies 10 B	Social Studies 10 A		
<b>Virtual SC</b>	As Needed	As Needed	As Needed	As Needed
<b>Ag. Teach 1</b>			Ag. Science & Tech	Nursery, Greenhouse, etc.
<b>Ag. Teach 2</b>			Ag. Business & Mktg.	Env. & Nat. Resources Mgmt.
<b>Ag. Teach 3</b>			Equipment Op. & Maint.	Animal Science
<b>Spanish</b>			Spanish 1	Spanish 2

## DAILY BELL SCHEDULE

<b>1<sup>st</sup> Block</b>	8:00 a.m. – 9:25 a.m.
<b>2<sup>nd</sup> Block</b>	9:30 a.m. – 11:00 a.m.
<b>Lunch Transition</b>	11:00 a.m. – 11:15 a.m.
<b>Lunch</b>	11:15 a.m. – 11:55 a.m.
<b>3<sup>rd</sup> Block</b>	12:00 p.m. – 1:25 p.m.
<b>4<sup>th</sup> Block</b>	1:30 p.m. – 3:00 p.m.
<b>Extended Learning</b>	3:05 p.m. – 5:00 p.m.

## EARLY RELEASE DAY BELL SCHEDULE



<b>Breakfast</b>	7:00 a.m. – 7:30 a.m.
<b>Morning Check-In</b>	7:35 a.m.
<b>1<sup>st</sup> Block</b>	7:45 a.m. – 8:35 a.m.
<b>2<sup>nd</sup> Block</b>	8:40 a.m. – 9:30 a.m.
<b>3<sup>rd</sup> Block</b>	9:35 a.m. – 10:25 a.m.
<b>4<sup>th</sup> Block</b>	10:30 a.m. – 11:20 a.m.
<b>Lunch &amp; Dismissal</b>	11:25 a.m. – 12:00 p.m.

## TEXTBOOKS

Students at John de la Howe – School for Agriculture will be issued textbooks, at the teacher's request, at the beginning of the school year. All textbooks issued to students will have an ID barcode and the student's first and last name. Students are responsible for returning textbooks back in an acceptable condition. There will be established fees in place for lost, stolen, or damaged textbooks. Official report cards or transcripts will not be released until these fees are paid.

## CERTIFICATIONS, SEALS, DIPLOMAS AND GRADUATION

Students attending John de la Howe must be working toward earning a South Carolina High School diploma. To earn a SC High School Diploma students must meet the following requirements:

English/Language arts	4.0
Mathematics	4.0
Science	3.0
U.S. History and Constitution	1.0
Economics	0.5
U.S. Government	0.5
Other social studies course(s)	1.0
Physical education or Junior ROTC	1.0
Computer Science (including keyboarding)	1.0
Foreign Language or CATE	1.0
Electives	7.0
<b>TOTAL</b>	<b>24.0</b>

## SOUTH CAROLINA GRADUATION SEALS CRITERIA

Students enrolled in South Carolina high schools shall have the opportunity to earn graduation Seals of Distinction within each high school diploma pathway that identifies an area of focus, beginning with the freshman class of 2018-19. The earning of a graduation seal(s) shall be based upon the following criteria:

- A. Students shall meet all requirements set forth in State Board Policy R43-234: State Graduation Requirements related to earning a high school diploma.
- B. Students may earn one or more Seals of Distinction including an Honors Seal, College Seal, Career Seal, Specialization Seal (with focus areas in the following: STEM, World Language, Arts, and Military).
- C. English I, II, III, IV or their course equivalents (Customized English I, II, III, IV), or higher-level substitutes (AP, IB, or Dual Credit) must be taken to earn all Seals of Distinction.
- D. Students are not required to earn a Seal of Distinction in order to receive a diploma.
- E. The implementation of this policy is required for all Local Education Agency high schools.

## **HONORS SEAL OF DISTINCTION**

- A. English I–IV – At least two courses at the honors level or higher.
- B. Mathematics – Algebra I, Geometry, and Algebra II with at least two at the honors level or higher and a fourth honors or above mathematics course with either Algebra II as a prerequisite.
- C. Science – Three units of a lab science including at least one course in biology and one course in chemistry and a third science with biology and chemistry as a prerequisite. At least two of the science courses must be at the honors level or higher.
- D. Social Studies – Three units of social studies including U.S. History and Government/Economics and a third course of the student’s choice with at least two at the honors level or higher.
- E. World Language –Students entering high school in 2018-2019and after will be required to earn credits in at least two world language courses in the same language other than English
- F. \*Students entering high school in 2019-2020 and beyond will be required to earn credits in at least three world language courses in the same language other than English
- G. Advanced Coursework – At least four higher-level courses during junior and/or senior years which carry quality points at the honors, Advanced Placement, International Baccalaureate or Dual Enrollment level (Note: Honors and dual credit CATE courses as well as Project Lead the Way courses are included).
- H. GPA – A GPA on the State Uniform Grading Scale of 3.5 or higher.

## **COLLEGE-READY SEAL**

- A. English – English I-IV as required by Commission on Higher Education (CHE).
- B. Mathematics – Algebra I, Geometry, and Algebra II and a fourth mathematics course with either Algebra II or Integrated Mathematics III as a pre-requisite.

- C. Science – Three units of a lab science including at least one course in biology and one course in chemistry and a third lab science with biology or chemistry as a prerequisite. (Note: South Carolina’s physical science course is not counted as a lab science by the Commission on Higher Education).
- D. Social Studies – Three units of social studies including U.S. History and Government/Economics and a third course of the student’s choice.
- E. World Language – At least two world language courses other than English.
- F. Fine Arts – At least one fine arts course.
- G. GPA – GPA of 3.0 (or higher) OR an ACT composite score of 20 (or higher) OR an SAT combined Math + Evidenced-Based Reading/Writing score of 1020 (or higher).

## CAREER SEAL OF DISTINCTION

- A. English – Four English courses aligned to postsecondary goals.
- B. Mathematics – Algebra I, Geometry, and Algebra II or customized math sequence and a fourth math course (including applied math courses) aligned to post-secondary career goals.
- C. Science – Three units of science with at least one course in biology and two courses (including applied science courses) tied to postsecondary career goals.
- D. Career and Technical Education – Completion of a major (four aligned courses within a career cluster designated by the district as a part of the EEDA) in one of the following national career clusters: – Agriculture, Food and Natural Resources – Architecture & Construction – Arts, A/V Technology & Communications – Business Management & Administration – Education & Training – Finance – Government & Public Administration – Health Science – Hospitality & Tourism – Human Services – Information Technology – Law, Public Safety, Corrections & Security – Manufacturing – Marketing – Science, Technology, Engineering & Math – Transportation, Distribution & Logistics
- E. Earn at least one industry-recognized credential, a Career Readiness Certificate (CRC) at the Silver or higher on the state’s career readiness assessment (WIN), or a semester-long WBL placement credit.
- E. GPA on the State Uniform Grading Scale of at least 2.5

## SPECIALIZATION SEALS OF DISTINCTION

This seal supports the Profile of the South Carolina Graduate by allowing students to concentrate in STEM, World Language, the Arts, and the Military. These requirements are in addition to the requirements of the standard diploma as set forth by State Board Policy.

- **STEM** – Four elective courses beyond the required courses in math, science, and technology with at least two courses at the honors level or higher. The four courses may be in one area of STEM or across the four areas of STEM.
- **Military** – Four courses in JROTC and a score of 31 or higher on the ASVAB assessment.

- **Arts** – Four elective courses in single or multiple areas of the Arts with two or more courses at the honors or AP/IB levels. Successful demonstration of mastery on an externally validated performance task (AP exam of 3 or IB exam of 4 may count if the courses are taken before the senior year). Specialization Seals of Distinction, continued
- **World Language** – Proficiency in a language other than English by completing a four course concentration in the same language and/or demonstrating proficiency with a score of “Intermediate Low” or higher on the American Council for Teaching of Foreign Language (ACTFL). AP exams of 3 or higher or IB exam of 4 or higher may demonstrate proficiency if courses are taken before the senior year. Limited English Proficiency students may complete the same criteria above but also demonstrate English proficiency with a Level 5 composite score or higher on the ACCESS language proficiency test.
- **GPA** – For all the specialization seals, the student shall earn a GPA on the State Uniform Grading Scale of 3.0 or higher.

We will have many opportunities throughout the school year for students to gain certifications, certificates, and complete classes for college credit through dual enrollment opportunities and AP Classes.

## COLLEGE ADMISSION REQUIREMENTS

The responsibility in the post-high school admission process lies with the student. If you are ready to pursue an option, then you should be able to assume the expectations of making appointments, completing applications, and meeting deadlines. The school will do everything possible to provide information, counseling, and support, but the process must be carried through by you. There must be **good communication** between you, your parents, your department chair, and the guidance staff. Many South Carolina public colleges and universities have the following requirements for admission: four units of English, three units of Mathematics, three units of Laboratory Science, two units of the Same Foreign Language, three units of Social Studies, one unit of Physical Education or ROTC and four units of Electives.

## STANDARDIZED TESTING

To help our students prepare for college, we have published the dates for all End of Course (EOC) exams, as well as the SAT, ACT, & PSAT on the academic school calendar. All third-year students are required by the SC Department of Education to take the PSAT in October and the ACT in April. You may also refer to the school counseling manual for more details regarding those exams.

## ATTENDANCE, ABSENCES, & MAKE-UP POLICY

For our students to become successful, it is required that students attend all classes, assemblies, and school-related events. Attendance will be taken at the beginning of each class by the instructor and will be reported daily. Students will be allowed ten excused absences. The school administrator must approve excused absences. It is the student’s responsibility to make up all missed work, assignments, or exams within five days of returning to school. Students who are planning to miss more than three consecutive days, need to contact the school administrator.

The following reasons may be used for an excused absence:

- **Illness** – Students who are not feeling well should report to the residence hall staff member and notify them of the illness. The residence hall staff member should notify the school nurse.
- **Emergency** – Family or personal emergencies arise. Parent(s)/guardian(s) must contact the school administration by phone or send an email when these occur.
- **College Visits**

## GRADES AND REPORT CARDS

Grading scales may be weighted or unweighted. Weighted scales distinguish between course levels (i.e. College Prep courses do not carry as much weight as Honors courses, etc.). Two scales are included on transcripts. There is an unweighted 4.0 scale (College GPA – 4.0). There is also the S.C. Uniform Grading scale (Total GPA). It is weighted, and its use is mandatory for schools in South Carolina. It is the scale used to determine class rank. Parent/Guardians may have access to students' grades through the parent portal in PowerSchool.

## WITHDRAWAL FROM A COURSE

Students and parents should pay close attention and choose carefully during the enrollment/registration process. If a student wishes to withdrawal from a course, they must first contact the school registrar or guidance counselor. Students who withdraw from a course within five days of the beginning of the school year can do so without penalty. Students will not be allowed to withdraw from a course after the allowed time period. The allowed time period does not apply to course level changes initiated by the school administration.

## WITHDRAWAL FROM SCHOOL

Any student who may wish to withdraw from the John de la Howe – School for Agriculture may do so at any time. They must first notify the school administration staff. Parent(s)/guardian(s) must be notified of the withdrawal request. The registrar will coordinate exit interviews between the principal, student, and parent(s)/guardian(s), and the guidance counselor. Students must return all textbooks, library books, surface tablets, and any other materials pertaining to school property. Fees and charges must all be paid prior to the official release of student records or transcripts. Official documents will not be sent until all materials are returned and fees are paid. Students who withdraw from John de la Howe are not able eligible for re-enrollment.

## SPECIAL NEEDS

The John de la Howe – School for Agriculture complies with all the state and federal guidelines in regards to meeting the special needs of students, including, but not limited to PL 94-142, PL 93-112, Section 504, Title VII, Title IX, and all amendments and updates (available on various websites).

Please make the school aware of any special accommodations, IEPs, psychological evaluations, etc., in a timely fashion. John de la Howe will make every effort to provide ESL services and tutoring, as needed.

## **CLASS TESTING AND ASSIGNMENTS**

Teachers are responsible for all classroom exams, projects, and assignments administered to students. Teachers should notify students of all upcoming tests or projects. No prior notification may be given for quizzes. Major paper assignments and project due dates should be announced in advance. There will also be standardized testing in place throughout the school year as designated by the South Carolina Board of Education.

## **CHEATING/PLAGIARISM**

At the John de la Howe – School for Agriculture, it is expected that our students always conduct themselves ethically and honorably. Any student to be considered caught or involved in cheating or plagiarism is subject to disciplinary action. Students must always reference any non-original material used. Cheating can be classified as the following behaviors:

- Talking during an exam
- Copying another's test/assignment
- Allowing others to copy your work
- Roaming eyes
- Open books or notebooks during an exam
- Crib sheets/cheat sheets
- Passing notes during an exam
- Copying disks and printing another student's work
- Having someone do your assignment for you (homework, project, book report)
- Stealing exams
- Altering a grade (in grade book, on a computer, on a report card)
- Taking an exam for someone else

Any student who engages in academic dishonesty will likely lead to separation from the school.

## **EVENTS, ASSEMBLIES, CEREMONIES**

Students are required to attend all on-campus events, such as class assemblies, award ceremonies, and class presentations. Parent(s)/guardian(s) may attend ceremonies for rewards or honorary distinction. John de la Howe will hold several events throughout the school year, such as Family Day or Honors Day, in which parents will be welcomed to join their students and celebrate their academic achievements. Students are expected to act and conduct themselves in a respectable, considerate manner while attending campus events; any student who engages in disruptive behavior will face disciplinary action.

## **ORGANIZATIONS AND CLUBS**



Students are encouraged to join student clubs and organizations. Registration for these organizations and clubs will take place at the beginning of the school year. High school clubs and organizations promote teamwork and leadership skills. Having club or organization membership looks great on college applications as well as personal resumes. Some organizations and clubs have local, regional, or national affiliations and John de la Howe students will often represent the school through volunteer service or by participating in competitions at these various levels.

For students to join these organizations they must express interest, meet academic requirements, attend team meetings and be contributing members. Teams may vary from year to year, depending upon student interest and participation. All student clubs and organizations will have an adult sponsor but will be student-led.

John de la Howe – School for Agriculture will offer the following clubs and organizations for the 2020-2021 academic school year:

- **Beta Club** – School and community service. Seeks to stimulate effort, reward achievement and encourage and assist its members in continuing their education after high school. To be eligible for membership, students must have an overall average of 90% in full credit subjects taken.
- **Chess Club** – To develop effective methods for learning and mastering strategic and tactical themes, positions, and ideals in chess.
- **Fellowship of Christian Athletes (FCA)** – To lead every coach and athlete into a growing relationship with Jesus Christ and His Church.
- **Future Farmers of America (FFA)** – FFA makes positive differences in students' lives by developing their potential for premier leadership, personal growth, and career success through agricultural education.
- **History Club** – To explore historical themes, concepts, and events, and make connections to the world we live in today.
- **National Technical Honor Society** – To honor student achievement and leadership in career and technical education, promote educational excellence, award scholarships, and enhance career opportunities for the NTHS membership.
- **Students Against Drunk Drivers (SADD)** – Promote awareness of the dangers associated with alcohol and drugs.
- **Spanish Club** – To further understand Hispanic culture
- **Student Council** – Promote school spirit and citizenship
- **Yearbook** – The yearbook staff's mission is to provide a resource to students, faculty, and alumni which captures the most outstanding and memorable moments of the year and records the school's history. Participation in the yearbook helps prepare students for future careers in journalism, publishing and business fields, while enhancing their writing and photography skills
- **Young Life** – Introducing adolescents to Jesus Christ and helping them grow in their faith

## LEADERSHIP IN ORGANIZATIONS

There will be opportunities for our students to become impactful leaders while attending our school through honorable organizations. Student leadership roles are vital to our campus as they will represent our student body. Those holding leadership positions must always conduct themselves professionally. They are the representation of the student body; therefore, they should always remain respectful, honest, truthful, fair, and responsible. Students holding leadership positions are responsible for relaying the wishes, concerns, and ideas of the student body to the schools' administration, staff and faculty so that they can be heard. The school takes into consideration students' concerns and ideas, and those matters directly affecting the student body.

## **CHAPTER 2: CAMPUS LIFE & SERVICES**

### **RESIDENT ADVISORS**

Each residence hall will have an assigned Resident Advisor (RA). These staff personnel are responsible for promoting the values and principles of John de la Howe while encouraging intellectual growth and development for students. We strive to create an environment where students feel safe, clean, comfortable, and always supported. Students should always show respect for others and their belongings. Good student behavior is always expected; those who choose to engage in disruptive behavior while in the residence halls will be subject to disciplinary action. Resident advisors are responsible for the supervision of students while in the residence halls and should report any behavioral issues immediately. Lead advisors will report directly to the administrator.

### **RESIDENCE HALL FACILITIES**

Each student will be given the same accommodations. There will be separate gender residence halls, the girl's residence halls are located on one side of campus with the boy's residence halls located on the opposite side. Each student is given one bed, one dresser, and one closet. A landline telephone is also placed in every residence hall for students to contact friends or family. Call times will be restricted, and unlawful use of the telephone is prohibited. There will be a community bathroom that all students will share. The common area is also shared by students, which includes a TV/DVD player (Nintendo, Playstation, XBOX, Wii consoles, etc. may be hooked up, but students should avoid leaving their equipment unattended). There will also be a kitchen area; students will share a microwave, refrigerator, Keurig, and other essential kitchen appliances. Every residence hall will have its own washer and dryer for students to use as well.

### **NIGHTLY CHECK-INS**

Each night, students will be required to participate in the "nightly roll call" procedure. Resident Advisors will do a nightly accountability check to make sure students are in their buildings by the designated time. Students will have a final nightly check-in where they should be in their assigned room getting ready for bed. Those students who wish to go to sleep early must leave their door cracked open to allow visibility for RA's when conducting nightly room checks. Mid-day checks will take place on Saturday and Sundays, Holidays, etc. at 1:30pm. Resident Advisors must report any missing student(s) immediately.

### **ROOM CHECKS AND CLEANLINESS**

Student room inspections will occur weekly during the school year to ensure that all students are maintaining a clean and healthy livable environment for themselves and their roommates. Specific details regarding room expectations will be discussed during orientation and given out by the Resident Advisor.

## **WHAT TO BRING TO CAMPUS (suggested list)**

- Twin bed sheets, comforter, and pillows
- Clothes
- Toiletries (Toothbrush, toothpaste, body wash, etc.)
- Shower Caddy
- Shower shoes
- Towels
- Laundry Basket
- Snacks
- Drinks
- Prescription Medication (must be checked in at Orientation)
- Lamp (if desired)
- Trash can and trash bags
- Wall Decorations & Command Strips (Command strips only – NO NAILS)
- Small storage bin (if desired)
- Work Boots
- Business Casual attire for school events
- Rain Coat and umbrella

## **WHAT NOT TO BRING TO CAMPUS**

In order to ensure our students safety and prevent potential accidents, the following items are to be left at home:

- Irons or any sort of heating elements such as hot plates, coffee pots, toaster ovens, microwaves, etc.
- Halogen Lamps
- Candles, incense, lighters, or any other open flame
- LED lights (string lights) are permitted if they are approved by the RA before hanging on the wall
- Cut/live Christmas trees are not allowed in the residence halls
- Students should not cover more than 10% of any ONE wall with printed materials. Doors may be decorated, but the 10% rule must be followed
- Extension cords, multi plug outlets
- Large stereos/radios
- Skateboards, roller skates or roller blades
- Lava lamps
- Plug-in air fresheners
- Students are permitted to bring ONE surge protector
- Space heaters or any sort of portable heater
- Curling irons, hair straighteners, or hair wands (unless they have an automatic shut off feature)

## CHECK-IN/CHECK-OUT PROCEDURES

This process is in place to ensure the safety and security of our students. If a student wishes to leave campus for the weekend and return home, their parent(s)/guardian(s) **must** contact the Resident Advisor and Administrator to complete a sign-out form. The parent(s)/guardian(s) must also contact the staff by email. Students leaving on weekends (with the exception of extended weekends) must exit campus by 4:30 p.m. It is required that students return to campus by 8:00 p.m. Sunday night for TILL time. Upon exiting campus, students must sign-out with their Resident Advisor.

## ROOM CURFEW

Students should be in their assigned room by 11:00pm Sunday- Thursday and 12 midnight on Friday and Saturdays. Internet and email access will be turned off from 1:00 a.m. until 5:30 a.m. This does NOT apply to weekends, holidays, etc.

## CAMPUS SAFETY AND SECURITY

### EMERGENCIES AND PARENT NOTIFICATION

The John de la Howe School consists of over 1,300 acres of farmland, residential settings, forests, and shoreline. While posing a challenge, the necessity for safety management is even more crucial considering the nature of work and functions that will be occurring on campus. Students and staff will be operating heavy machinery, power tools, and working with livestock. In the event of a significant injury, the staff member assigned to the sector (hereafter referred to as Sector Monitor) where the injury occurs is responsible for notifying the campus nurse, and if necessary, the campus police and 9-1-1 emergency services.

Injuries involving students will immediately be reported to the Principal during school hours or the Residential Life Coordinator after hours. The Principal or the Residential Life Coordinator will immediately notify the student's parent(s) or guardian(s).

### CONTACT INFORMATION FOR PARENTS AND STUDENTS

For emergencies, parent(s)/guardian(s) may contact the Principal's Office during school hours at (864) 391-2131. After hours call the On-Call Resident Assistant at (864) 391-0493. Campus police may be called 24/7 at (864) 378-2340.

These numbers should be saved in parent(s)/guardian(s) and student cell phones.

## DRILLS AND RESPONSES

### FIRE DRILLS/FIRE ALARM ACTIVATION

Fire Drills will be conducted on a monthly basis. When a fire alarm is activated, follow the Resident Advisors instructions and evacuate the building using the nearest, safest exit available. Evacuation routes will be posted throughout the residence halls. Familiarize yourself with these routes.

Assemble in the lawn in front of the residence hall. You may be directed to the nearest Emergency Rally Point by residential staff. Follow their instructions and proceed quietly. The Emergency Rally Point for the boy's residence halls is the Wellness Center. The Emergency Rally Point for the girl's residence halls is the John Shiflet Family Life Center.

Residential staff will immediately account for all students. Students with injuries or disabilities will be assisted by staff. Students will utilize the buddy system to account for and assist each other.

**Be vigilant; look for signs of danger and report them immediately.**

## **SEVERE STORMS, TORNADOES, AND EARTHQUAKES**

Severe storms could be in the form of a hurricane, tornado, or severe thunderstorm. All are possible in our area. In the event of a hurricane, we will likely not be in school due to at least several days of warning. However, tornados and severe thunderstorms can develop rapidly and may give only a few minutes warning, or none at all. A lock down or reverse evacuation order will be given, and you should utilize precautions as in an earthquake.

Warnings will be issued via campus siren, two-way radio, text message, and email.

Persons who have been in tornados or severe thunderstorms often say they sound like a train or 1,000 horses running across the roof. If you are in a storm system and you hear such sounds, take cover immediately.

**Drop, cover, and hold on** should be the first action you take. Attempt to get under a sturdy desk or another substantial item. Try to move to an interior wall away from windows and items that could collapse or fall on you. Listen for the evacuation, lockdown, or other order given by school residential staff. Residential staff may direct students to the basement level of the building. If you are outdoors, seek shelter in a low-lying area or ditch away from sources of flying debris as much as possible.

Do not open windows or doors. Doing so only exposes you and others to the dangers of the storm or tornado.

After the storm passes or the earthquake ends follow guidelines for preparing to evacuate as instructed.

## **INTRUDER OR ACTIVE SHOOTER (CRIMINAL OR TERRORIST)**

An intruder can be something as simple as unknown parents walking the school hallway looking for their child, a criminal looking for items to steal, an unknown visitor sightseeing, or an active shooter. School staff will quickly direct the parent or visitor to the administrative office where they will log in as a visitor.

Report any suspicious person(s) or activities immediately to campus police.

A "Lockout" may be initiated if there is any concern or suspicion that the intruder is uncooperative or may pose a threat.

**Active Shooter:** Unfortunately, there have been numerous incidents of school shootings in recent years. In preparation for such incidents, administration has increased training and awareness for school personnel. Many times, a potential shooter will post messages on websites such as Facebook or Twitter. They may make videos or write papers, poems, or songs, glorifying shooting or killing others. They may also be suicidal and have mentioned this to friends. It is of the utmost importance that if you hear rumors of another student with a gun or someone bragging about such an incident, you immediately tell a staff member.

Regardless of the type or number of shooters, they have one goal: to cause as much carnage and death as possible before being stopped by law enforcement or others. The vast majority of school shootings are over in a matter of minutes, involve persons known to one another, and are confined to a particular area.

Persons may not receive advance warning of an active shooter. A witness, personal observation, or the sound of gunshots may be the only alert you receive, and that leaves little time to react. The sound of gunshots, unlike special effects in movies and television, may sound muffled and make a "pop, pop, pop" noise. It is reasonable to assume that a series of such noises are gunshots, and you should begin to take necessary precautions. Make sure you shout a warning to others.

A lockdown will be instituted as soon as the school recognizes the threat of an active shooter. All students must clear the hallways and common areas immediately. Residential staff will direct you into the nearest room. Once inside a room, it is extremely important that you remain quiet and unseen. An active shooter will be looking and listening for targets of opportunity. Stay away from doors and windows. Hide under anything that will conceal you. Silence your cell phone. If it rings, it could alert the shooter to your location.

If you are outside, the residential staff will direct the group to shelter in place to the nearest available cover, such as a barn, behind heavy equipment, trees, etc. Move away from the danger as quickly and safely as possible. Should an intruder(s) enter an occupied area, each individual has to make a quick decision to **run, hide, or fight**.

If you can safely flee the threat – **RUN**

If you cannot flee the threat, shelter in place and **HIDE**

If you must engage the threat to survive – **FIGHT**

If you try to disarm or confront the shooter, remember you could be injured or killed. This should be attempted only as a last resort and only when your life is in imminent danger. This is a personal decision you, and only you, can make. If you elect to do so, fight as if your life depends on it. Use anything you can find as a weapon.

When law enforcement arrives, they will be extremely aggressive. They will have their weapons out and ready. **Do exactly what the police say!** Do not argue; be aggressive or uncooperative toward them. They will not know you or the shooter.

Leave any book bags, purses, or jackets where they are. Evacuate immediately if told to do so. Do not interfere with the police or stop to talk to them unless you have information about the shooter. If you do see or know the shooter, be sure to pass this vital information onto authorities. Make mental notes of the type and color of clothing, number of shooters, type of weapons, height and race as well as general physical description of the shooter, anything he/she may have said, and direction of travel.

As you evacuate, go past police to safety as directed. **Always** keep your hands raised and in plain view. The first officers on scene will likely not stop to assist the injured. Their primary goal is to stop the shooter.

Others will come to assist the injured. If you or someone else is injured but still able to move, evacuate or assist their evacuation. Try basic first aid, such as controlling bleeding, CPR, or rescue breathing.

Once you have reached a safe location or an assembly point, you will likely be held in that area by law enforcement until the situation is under control and all witnesses have been identified and questioned. Do not leave until law enforcement authorities have instructed you to do so.

## **CAMPUS SECURITY**



The John de la Howe – School for Agriculture consists of over 1,300 acres of farmland, residential settings, forests, and shoreline. While posing a challenge, the necessity for safety management is even more crucial, especially considering the nature of work and functions that will be occurring on campus.

Residence halls are closed and secured during school hours.

The John de la Howe – School for Agriculture Department of Public Safety will consist of law enforcement officers and security officers. The Welcome Center at the main entrance will be manned by a security officer from 7:00 a.m. until 11:00 p.m. each day. All visitors will be screened at this entrance. The secondary entrance will be closed to the public.

A public safety officer will always be on patrol of the campus, answering calls for service and conducting building and property checks.

Alleged violations of state and federal laws will be reported and investigated.

This campus has a state-of-the-art network of security cameras and monitors. The Department of Public Safety will monitor this system.

Cameras are mounted only in common areas and do not record areas of privacy. Video footage can be viewed in real time, and recordings replayed to review any incidents that warrant further investigation. These incidents will be reported to and reviewed by the Residential Life Coordinator, School Resource Officer, and School Administration. The scope of the review is limited to the targeted time frame. Any observed infractions that may be deemed a violation of law or present a threat to others will be shared with law enforcement.

## CUSTODIAL/MAINTENANCE

Our custodial staff and maintenance crew will be responsible for all up-keep and appearance of the school grounds. Should any student have any issues, they are to notify the Resident Advisor on duty or closest staff/faculty member immediately. The custodial service will clean and sanitize each residence hall bathroom daily ensure our students' health and safety. Students are still required to clean up after themselves daily.

## LAUNDRY

There will be a washer and dryer located in the residence halls for the students to use for their personal laundry needs. Students will also be required to supply their own washing detergents. **No powder detergents allowed.** The school will also provide students an iron and ironing board. These will be in every residence hall for student use.

## DINING SERVICES

Breakfast, lunch, and dinner will be held in the Cafeteria. The Cafeteria will begin serving breakfast at 7:00 a.m. Monday through Friday. Lunch will begin at 11:00 a.m., and dinner will begin at 5:30 p.m. On weekends, holidays, etc. brunch will be served at 10:30 a.m. and dinner at 5:30 p.m. All students are required to report to the Cafeteria Monday through Friday by 7:45 a.m. for the morning announcements.

## MAIL SERVICES

Students will be able to receive and send packages and mail while attending John de la Howe. Mail will be delivered to each residence hall by the RA in the afternoon Monday- Friday. Mail will only run Monday through Friday; therefore, any outgoing mail must be put in the outgoing mailbox by 10:00 a.m. on Thursday. Please note that John De La Howe does not accept mail on weekends and state or federal holidays. Those who wish to mail packages or letters to students may address letters as such:

**Student Name (First and Last)**  
**Residence Hall Name**  
**192 Gettys Road**  
**McCormick, SC 29835**

## ATHLETIC, RECREATION AND FITNESS PROGRAMS

**Due to Covid-19, these activities may not be available.**

### ATHLETICS

At John de la Howe we strive to mold well-rounded and disciplined students and citizens. Athletics is one of the ways we plan to accomplish this goal. Student athletes should always keep in mind that they reflect their family and our school both on and off the field. Athletics is a great way for students to stay physically fit and active through their time at John de la Howe.

This coming year we are not going to be a part of the South Carolina High School League. However, we are planning on offering the following sports through the North Augusta Recreational Department:

- Soccer (co-ed)
- Softball
- Boys Basketball
- Volleyball

These sports are dependent on the level of student interest. We are also planning on offering the following sports on our campus, though some of them will not be ready this first year. We plan on having a:

- Fishing Team
- Shotgun Team
- Archery Team
- Rodeo Team

If there is a student who wants to play a sport that has not been mentioned or is not offered, we are in coordination with McCormick High School in trying to accommodate that student.

To participate in any athletic program, students must:

1. Be in good academic standing
2. Have an updated physical form
3. Have health and accident coverage
4. Submit an official/original birth certificate to be copied and returned to student

## PHYSICAL ACTIVITY

At John de la Howe, we want our students to have the opportunity to be active even if they do not wish to participate in a competitive sport; therefore, we are going to offer intramural sports based on student interest. Examples include ultimate Frisbee, soccer, basketball, etc.

We will also provide a weight room/gym, but there may be a delay as to when those will be updated and available for student use. We will establish hours for gym use once that process is completed. We are providing these things to promote good health, provide an avenue of tension release, and promote lifelong physical activeness.

## COMMUNITY INVOLVEMENT

We highly recommend our students become involved members of the community. Although participation is not required, active membership in the community builds meaningful relationships while developing interpersonal skills. Our students will have several opportunities to volunteer for various community projects through our clubs and organized teams.

## EXTENDED LEARNING

We will be offering extended learning time, which is a perfect opportunity for visitors to come and speak to our students about many different programs and certifications. During our extended learning time, students will be able to engage in hands-on activities while learning soft skills. Our clubs and academic bowl team will also conduct their team meetings during this time. This is a **non-academic** time period for students. These extended learning opportunities will be offered Monday through Thursday 3:00 p.m. – 5:00 p.m.

## EXTENDED WEEKENDS

Once a month, students are required to go home and leave the school campus. This is a chance for the students to reconnect with family and friends and handle any personal or medical obligations in their hometowns. These extended weekends are scheduled throughout the school year and will take place on Early Release Days. An alternate bell schedule will be given to students and parent(s)/guardian(s). All students must exit the school premises by 2:00 p.m. Students who are not picked up by 2:00 p.m. must report to the main office. Residence Halls will reopen on return days at 4:00pm. No student should be on campus before 4:00pm. All students should return to campus on the designated return day by 8:00pm.

## SCHOOL RELATED EVENTS

Throughout the school year, students will have several opportunities to participate in school related events on and off campus. Inappropriate behavior will not be tolerated, and disciplinary action will be taken. Those who choose to take part in disruptive behavior may not participate in future events at the discretion of the school administrator.

## **LOST AND FOUND**

All personal property brought on school campus is the students' responsibility to maintain and keep track of. John de la Howe is not held liable for items lost, stolen, or damaged from any location on campus. It is recommended that items holding significant value stay at home. Parent(s)/guardian(s) should refer to their homeowner's insurance coverage regarding questions about student property while attending the John de la Howe – School for Agriculture.

Any items found on campus need to be reported to the Resident Advisor assigned to the students. RA's will keep items in the residence hall Lost & Found cabinet. There will also be a campus Lost and Found located in the main school building.

## **STUDENT/PARENT COMMUNICATION**

It is the student's responsibility to have effective communication with their parent(s)/guardian(s). Any student who may find themselves facing adversity or difficulties while attending John de la Howe should communicate with their parents or their Resident Advisor. Parent(s)/guardian(s) should support students by encouraging them to grow intellectually and become prosperous members of their school community. Parent(s)/guardian(s) are highly encouraged to communicate with their student regularly.

For you to be able to reach your child most effectively, we highly recommend you check with your cell phone carrier and enable Wi-Fi calling on your child's cell phone. Conveniently we have also placed a landline telephone in every residence hall. Call times will be restricted other than emergency calls only.

## **CELL PHONES**

Communication devices such as cell phones, smart watches, etc. are permitted for use during non-instructional time and in areas such as the cafeteria and residence halls. Cell phones may not be used during class time, unless specified by the instructor. Cell phones are not permitted for use during field trips or presentations unless specified by the instructor. Communication devices reasonably suspected to have been used in violation of school policy are subject to confiscation. Students are not permitted to use electronic devices to record audio or video media or take pictures of any student or staff member without their permission.

## **MOVIES/VIDEO GAMES/ELECTRONIC DEVICES**

As part of our commitment to providing a wholesome and quality educational experience for our students, John de la Howe does not allow the viewing of R-rated material. Movies and TV shows should be rated either 'G', PG, or 'PG-13'. Students can bring game consoles for the common areas, but they should be mindful in the games they bring. All video games should be rated either 'E' for Everyone or 'T' for Teen. All video games are played at the discretion of the Resident Advisor. Games that display extreme violent graphic images or X-rated material are not acceptable and maybe confiscated at the discretion of the RA.

## **STUDENT RELATIONS & PUBLIC DISPLAYS OF AFFECTION**

John de la Howe students are held to high standards and are always expected to conduct themselves as ladies and gentlemen. Those who choose to engage in personal relationships must be considerate by acting

maturely and being respectful of their peers. Those who choose to participate in domestic relationships must always be conscious of their surroundings and may only have physical contact with another person in the common areas of the school such as the Cafeteria. No persons of the opposite sex are allowed in the residence halls, **except** for move-in weekend. *\*This rule applies to parent(s)/guardian(s), family members, friends, etc.*

Inappropriate PDA is not permitted under any circumstances. Any student(s) who is caught violating the school policy is subject to disciplinary action which may lead to dismissal from the school. Students will be allowed to engage in public displays of affection while adhering to the guidelines set in place:

- Hold Hands Only
- Brief Hugging Only (No More Than 3 Seconds)
- No Prolonged Kissing (More Than 3 Seconds)
- No Sharing Blankets Between Students
- No Inappropriate Massages (Areas Other Than Back, Neck, Shoulders)
- No Sitting with The Lights Off
- No Caressing or Groping
- Lying Down with Another Student
- No Lap Sitting; No Head Laying On/In Someone's Lap

## CHAPTER 3: POLICIES, PROCEDURES & GUIDELINES

### AUTOMOBILES & TRANSPORTATION

Students attending John de la Howe with a valid driver's license will be allowed to drive their vehicle to campus. They should park their car in the designated parking lot upon arrival. All student vehicles must be registered with the School Resource Officer. Students will receive a parking decal that must be displayed on the vehicle at all times. Driving off campus for any reason other than returning home with permission from a parent/guardian or for an extended weekend is **not** permitted.

Students will have an opportunity to travel with the school throughout the month for shopping trips to local stores. If any student(s) are caught attempting to drive off campus for **any** reason other than those listed above, they are subject to dismissal from the school. Please note that John de la Howe is not held liable for any vehicle malfunctions such as a flat tire, dead battery, locked keys, no fuel, etc.

Skateboards, motorized scooters, or scooters of any kind, skates, or roller blades are not allowed.

Students may bring a bicycle if they wish. A release of liability must be signed and completed by the student and parent(s)/guardian(s). All bicycles must be registered with the School Resource Officer. Students must obey the following guidelines:

- All students are expected to ride with, not against, the traffic.
- Students should not ride their bicycles off campus
- A helmet must always be worn

- Students must always have their ID presentable
- Students may ride only on in the designated areas on campus
- All riding must be completed during daylight hours prior to T.I.L.L. time
- Students are not allowed to miss class, school related events, or T.I.L.L. time to ride their bicycle
- Those who choose to engage in inappropriate behavior may have their cycling privileges revoked at any time

## **INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY**

For the purpose of this policy, technology is defined as, but not limited to, the following:

- Workstations (both desktop and portable), printers, scanners, and other peripherals
- Local area networks (both wired and wireless), including wiring, hubs, routers, transmitters/receivers, and other devices
- Servers including video servers, file and print servers, database servers, caching servers, Web servers, communication servers, voice communication systems to include primary systems, integrated voice response/management systems, automatic dialing systems, voice mail servers, mobile telephones, pagers, walkie-talkies
- Software management systems including data retrieval, grading, instructional, library, media, textbook, student and food service automation systems
- Video capturing including cameras and other devices, broadcast, receiving and distribution systems
- Teleconferencing and phone systems
- Application software packages such as Microsoft Office
- Security monitoring systems
- Radio systems
- Office copier, imaging, and document management systems
- Intercom communications and fire alarm systems
- Vendor-hosted software solutions
- Facsimile systems
- Storage devices
- Audio capturing including cameras and other devices, broadcast, receiving, and distribution systems
- Recording devices including handhelds, cassettes, VCRs, DVDs, CD-ROMs, iPods,\* and other MP3 devices
- Electronic collaboration systems including email Access. Students and employees will be provided access to technology including, but not limited to, network, Internet and electronic mail (email) services.



By providing this access, the school intends to promote educational excellence in schools by facilitating resource sharing, innovation, communication, and learning by allowing greater access to resources.

Dependable technology requires the proper conduct of its users. These guidelines are provided so that students and employees are aware of their responsibilities when using technology. Any user who violates these guidelines will be subject to appropriate disciplinary action and possible denial of access to these services.

Employees who violate the terms of this administrative rule or otherwise misuse technology will be subject to disciplinary action. Disciplinary action could include anything from the loss of technology privileges up to termination of employment. Students who violate the terms of this administrative rule or who otherwise misuse technology will be subject to disciplinary action in accordance with the Parent-Student Handbook. Violations of the laws of the United States or of the State of South Carolina may subject users to criminal prosecution.

The school firmly believes that the educational value of access to electronic information far outweighs the potential consequences of students procuring material inconsistent with the educational goals of the school. All users must take responsibility for appropriate and lawful use of this access.

Due to the integration of technology in the educational process and the school curriculum, use of technology is not optional. All users are expected to use technology responsibly and are bound by the terms of this policy and administrative rule.

## **INTERNET SAFETY POLICY** *In compliance with the Children's Internet Protection Act*

(CIPA), 47 U.S.C. § 254(h), the school uses technological devices designed to filter and block obscene materials, child pornography or "harmful to minors" material as defined in CIPA. However, no Internet filter is completely effective. The school's Internet safety policy is defined as in this document and further defined in the student handbook.

**TERMS AND CONDITIONS OF USE** The purpose of the school's technology is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. Individuals must comply with the school's rules and state and federal laws. Transmission of any material in violation of any federal or state laws or regulations is prohibited.

At the beginning of each school year, users will receive information about the appropriate use of technology, the school network, safety, and other issues governing technology use through the school's Parent-Student Handbook and the school's Employee Handbook.

Acceptable use is always ethical, reflects honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of information, system security mechanisms, and the individual's rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.

## **RULES GOVERNING USE**

John de la Howe web pages must comply with the school policies on Family Educational Rights and Privacy Act (FERPA), data privacy, and public use of school records.

John de la Howe will not be responsible for any unauthorized use of the system. This includes, but is not limited to, copyrighted material, threatening or obscene material, material protected by trade secret, inappropriate materials of any kind, or any other illegal act.

John de la Howe expects users to report immediately if they mistakenly access inappropriate information or images, any message they receive that they feel is inappropriate or that makes them feel uncomfortable, and any possible security problems.

Employees will not store any confidential or sensitive data on personal devices (USB drives, portable hard drives) or unencrypted cloud-based storage.

Students will not post personal contact information about themselves or other people unless it is in conjunction with a specific teacher-approved assignment or approved college/career communication. Personal contact information includes, but is not limited to, home address, telephone numbers, school address, etc. Students should also be aware that sharing large quantities of seemingly non-identifying information online can also pose a threat to personal security.

Students will not use school resources to agree to meet with someone they have met online.

Users will not upload or scan inappropriate or non-school-related images of their own accord to school technology resources.

Users will check their email frequently and archive and/or delete unwanted messages promptly. The system administrator may delete email at any time.

Users will not use school technology to maintain a personal business, for unauthorized commercial purposes or for financial gain unrelated to the school's mission.

Users will not originate or knowingly forward emails containing spam, virus notifications, screen savers, and other non-educational file attachments.

Users will not attempt to perform functions that exceed their authorized access, share their account information (student ID and/or password) or log in through another person's account or access another person's files without permission.

Students will not download or install any unauthorized software or install any unauthorized hardware. Users will not run any executable files attached to an email message from an unknown sender or otherwise knowingly spread computer viruses.

Users will not use defamatory, false, obscene, profane, lewd, vulgar, inflammatory, threatening, bullying, disrespectful, disruptive, racial, violent, or any other inappropriate language in public messages, private messages, and any material posted online.

All communications will comply with the school's Information Technology Acceptable Use Policy.

Users will not send harassing emails to another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, that user must stop.

Users will not use the school system to access sites/materials that are profane, obscene, or pornographic, nor use the system to access sites/materials that advocate illegal acts, violence, or discrimination toward other people.

## **PENALTIES FOR IMPROPER USE**

Employees who violate the terms of this administrative rule or who otherwise misuse technology will be subject to disciplinary action in accordance with state human resources guidelines. Disciplinary action could include anything from the loss of technology privileges up to termination of employment.

Students who violate the terms of this administrative rule or who otherwise misuse technology will be subject to disciplinary action in accordance with the Parent-Student Handbook. Violations of the laws of the United States or of the state of South Carolina may subject users to criminal prosecution.

## **WARRANTY**

The school makes no warranties of any kind, whether expressed or implied, for its service. The school will not be responsible for any damages suffered by any user. This includes loss of data resulting from delays, non-deliveries, misdirected deliveries, or service interruptions caused by the system's negligence, student errors or omissions.

Use of any information obtained via the Internet is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

If a user incurs unauthorized costs, the user, as well as a student's parents/legal guardians (if the user is a student), will be responsible for all such costs.

## **PRIVACY**

Email messages and any other electronic files created using the school resources or stored school resources are the school's property. The school reserves the right to examine, restrict, or remove any material that is on or passes through its network, just as it does any other work or material generated or brought to school or work by students or employees.

Access to electronic information related to any student or employee will be governed by the same policies that would apply to that information if it were not in electronic form. The Freedom of Information Act (FOIA) provides far-reaching access to school records, including electronic communications. Therefore, there should be no expectation of privacy.

## **PLAGIARISM AND COPYRIGHT**

Users will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the student. Students will use proper bibliography formats.

Users will respect copyright laws. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies acceptable use of that work, students should request permission from the owner. Students who engage in plagiarism or violations of copyright are subject to review by the Disciplinary Board.

## OTHER

John de la Howe expects users to report immediately any page(s) whose content created by students or employees causes them concern. Students should immediately tell their attending teacher. Employees should immediately notify their supervisor.

Given the rapid change in technology, some of the technical standards outlined in this regulation may require change throughout the year. Such changes will be made with approval of the Dean. This regulation may be updated on an annual basis or more frequently if required.

## SURFACE TABLET GUIDE

### INTRODUCTION

The John de la Howe – School for Agriculture is committed to providing resources that support the school's mission to serve South Carolina's students through programs of pre-professional instruction in an environment of academic excellence. As a part of that commitment, the school is pleased to announce our one-to-one computing initiative for faculty and students. The heart of effective instruction continues to rely upon committed teachers and engaged students, and no outside resource can replace these vital components.

However, learning technologies continue to evolve, and we feel that this initiative will allow our students to maximize their educational experiences. They will have access to the most current informational and educational resources at their fingertips. John de la Howe has chosen the Microsoft Surface Go 2 Tablet as our platform because of the range of educational applications available.

This guide provides an overview of frequently asked questions, including Tablet care, appropriate use guidelines, liability, and user responsibilities. Appendix A of this document contains a user agreement that must be signed by both the student and his or her parent/guardian. As with any new initiative, there will be challenges and opportunities for improvement, but we remain confident that this resource represents an important step forward, and we ask for your continued support.

The Information Technology staff may monitor user activity when there is evidence of prohibited use of school resources if directed to do so by the school's administration.

### RECEIVING TABLETS

**DISTRIBUTION OF TABLETS** Tablets will be distributed each year during John de la Howe's Student Orientation. Students and parent(s)/guardian(s) must sign and return the Tablet Optional Protection Plan Information and Student Pledge documents before the school can issue a Tablet to a student. The Tablet Optional Protection Plan offers families an option for protecting the Tablet. Please review the Tablet Optional Protection Plan included in this handbook. Parents must sign the form and agree to pay or opt out of the

Optional Protection Plan. Please note that the protection plan is through an outside vendor and is not provided by or associated with the school. Parent(s)/guardian(s) may choose to enter into an agreement with a different provider as noted on the agreement.

**DENYING SCHOOL TABLET** Because Tablets are incorporated into instruction, a student may not “opt out” of using a Tablet. Students that prefer to bring their own Tablets may deny their school assigned Tablets for each academic year. A student’s personal Tablet must be a fourth generation or newer model, and the student must also allow the IT Department to install a third-party mobile device manager on their Tablet. The school cannot provide insurance for a student’s personal Tablet.

## RETURNING THE TABLET

Students transferring out of or leaving John de la Howe during the school year must return the Tablet (including power cords, cases, and any other school or school-issued accessories) before leaving the school. Students will return their Tablets (including power cords, cases, and any other school or school-issued accessories) before leaving the school for summer break or after graduation. Students are required to remove their Microsoft account before returning the Tablet.

If a student does not return his/her Tablet upon leaving the school, the student will be required to pay the replacement cost for a new Tablet or will be subject to criminal prosecution or civil liability. If a student damages their provided power cord, charger, or protective case, they must replace the damaged item with a genuine Microsoft replacement.

If a student returns his/her Tablet with damage, costs for replacement or repairs are the student’s responsibility. The school will charge the student the cost of needed repairs, not to exceed the replacement cost of the Tablet. If a student is covered under a protection plan, the student should file a claim with the plan provider specified in the provider contract. Any additional costs of repair not covered by the protection plan remain the responsibility of the student.

**IDENTIFICATION OF TABLET** Each student’s Tablet will be labeled in the manner specified by the school. Tablets can be identified by Serial Number, as well as John de la Howe Inventory Label.

**CARING FOR THE TABLET** The Tablet is school property. All students will follow the guidelines below and the John de la Howe Acceptable Use Policy for technology. Students are responsible for the general care of their school-issued Tablet. Students must take any damaged Tablets or devices failing to operate properly to the school help desk for evaluation and/or repair.

**GENERAL PRECAUTIONS** Do not use cleansers of any type to clean the Tablet. Carefully insert cords and cables into the Tablet device to prevent damage. Tablets and school-issued covers must remain free of any writing, drawing, stickers, or labels, not the property of John de la Howe. “Skins” and other personalization are prohibited. Never leave your Tablet in an unlocked car or any other unsupervised area. Students are responsible for keeping their Tablet’s battery charged for school each day.

**CARRYING TABLETS** The school provides students with protective cases for the Tablet. These cases have sufficient padding for typical use. Students may choose to purchase a keyboard or keyboard case on their own, but it must provide a durable cover to protect the device. Students must always keep their Tablets inside the protective cases. Cases should not hold other objects. Folders, workbooks, etc., should be kept in a book bag or carried separately to avoid placing excessive pressure and weight on the Tablet screen.

**SCREEN CARE** Use only a dry soft cloth or anti-static cloth to clean the screen. Screen damage will occur when pressure is applied to the screen. Students must avoid leaning on the top of the device or placing objects in a book bag or protective case in a way that applies pressure to the screen. Do not bump the Tablet against walls, doors, floors, etc., as it will crack and break the screen.

**USING YOUR TABLET** Tablets are intended for use at school each day. Students are responsible for bringing their Tablet to all classes unless specifically instructed otherwise by the teacher. In addition to teacher expectations for device use, students are expected to access school messages, announcements, calendars, and schedules using the Tablet. A Tablet issued to a student is to be used solely by that student and no one else except the IT Department and school administration, as necessary.

**TABLETS LEFT AT HOME OR IN THE RESIDENCE HALL** Students who do not have their Tablet in class are still responsible for completing their daily course work. Repeated offenses may result in disciplinary action.

**TABLETS UNDERGOING REPAIR** The school may issue a loaner Tablet, if available, to a student while his/her Tablet is being repaired by the staff at the school help desk. There may be a delay depending upon availability of a loaner Tablet.

**CHARGING YOUR TABLET'S BATTERY** Tablets must be brought to school each day in a fully charged condition, so devices should be charged each evening. Battery failure is not an excuse for missing, incomplete, or late work.

**PRINTING** Students may print from their Tablets in designated locations. The school will give students information about printing with the Tablet devices at orientation sessions. The intention of the Tablet is to move toward a paperless system where possible, so excessive printing is discouraged.

**OFF CAMPUS INTERNET ACCESS** Students may establish Wi-Fi connections with the Tablet outside the school network, so they may use the Tablet any time access is available. However, appropriate use guidelines are still applicable, regardless of when or where students are using the devices.

**CAMERA USE** The Tablet comes equipped with both front- and rear-facing camera and video capabilities. Students taking unauthorized photographs or recordings are subject to disciplinary action in accordance with the school's Acceptable Use Policy.

**MALFUNCTIONING OR DAMAGED** Tablets must be reported to the school administration. John de la Howe will facilitate the process for repairing Tablets that malfunction. Students are responsible for all damage to their Tablet. The cost of any damages beyond those covered by an Optional Protection Plan is the student's responsibility.

**STOLEN OR LOST** Tablets must be reported within 24 hours to the school and/or the John de la Howe Public Safety Office.

**TABLET DAMAGE OR LOSS** Terms of the Tablet Use Agreement with or without an Optional Protection Plan state that students will comply at all times with John de la Howe's Tablet Agreement. Failure to comply ends right of possession, effective immediately.

**STUDENT MISUSE** Students are responsible for the entire cost of repairs to any Tablet they **intentionally** misuse, abuse, or damage. Estimated repair pricing\* for deliberate damage or neglect:

- Broken screen, \$150



- Microsoft Surface Power Adapter and Cord, \$40
- Case, \$30
- Re-synchronization due to violation of Acceptable Use Policy, \$15

*\*Prices subject to change.*

**TITLE** Legal title to the property is with the school and shall at all times remain with the school. The right of possession and use is limited to and conditioned on full and complete compliance with the Tablet Agreement. The student is always responsible for the Tablet's appropriate care and use.

**REPOSSESSION** John de la Howe officials reserve the right to repossess any Tablet.

**LIABILITY** John de la Howe reserves the right to demand return of the Tablet at any time. Tablet agreements are valid for one year beginning with the date the student takes possession of the Tablet until the date the student is required to return the Tablet, unless the agreement is terminated earlier. Failure to return the Tablet before departure from the school may result in criminal charges.

**LOSS** In the event a Tablet is lost, the student or parent(s)/guardian(s) must report the loss to the Public Safety Office within 24 hours.

**THEFT OR VANDALISM** In the event a Tablet is stolen, vandalized, etc., the student or parent/guardian must report the theft or loss to the Public Safety Office within 24 hours.

**REPLACEMENT CHARGES** Students will be charged fair market value (based on the age of the Tablet) if the device is lost, deliberately damaged, or vandalized.

- 1 year or less, 100% of purchase price
- 1-2 years, 75% of purchase price
- 2-3 years, 50% of purchase price
- 3 or more years, 40% of purchase price

*\*Tablet is a registered trademark of Microsoft*

## MANAGING FILES AND SAVING WORK

**SAVING WORK** Students are expected to save work on appropriate cloud-based storage solutions, such as Dropbox or Google Drive. Additional information regarding cloud-based storage will be provided during Orientation. Students are responsible for ensuring that work is not lost due to mechanical failure or deletion.

**NETWORK CONNECTIVITY** John de la Howe makes no assurance that the network will always be operational. In rare instances where the network may not be operational, the school will not be responsible for lost or missing data.

## APPLICATIONS ON TABLETS

**ORIGINALLY INSTALLED APPLICATIONS** The applications originally installed by John de la Howe on each Tablet must remain on the Tablet in usable condition and readily accessible at all times. You may not remove these required applications, and staff will periodically check Tablets to ensure that students have not removed them. The school may also add other applications periodically.

**ADDITIONAL APPLICATIONS** John de la Howe syncs Tablets so that the devices contain the necessary applications for schoolwork. Students will be permitted to load additional applications on the Tablet if they do so in accordance with the school's Acceptable Use Policy. The school may restrict applications at any given time without notice. It is against school policy to circumvent blocked applications on school Tablets. Virtual Private Network (VPN) applications are not permitted to be installed on school Tablets. Without prior written permission from the IT Department or a teacher, students are only allowed to install applications provided within the App Store application.

**INSPECTION** Staff may randomly select students and ask them to provide the Tablet for inspection.

**PROCEDURE FOR RELOADING APPLICATIONS** If technical difficulties occur or unauthorized applications are discovered, technology staff will re-sync the Tablet. The school does not accept responsibility for the loss of applications or documents deleted due to a re-sync.

## **DIGITAL CITIZENSHIP**

Digital citizenship is a concept that helps students understand how to use technology appropriately in a society full of technology. John de la Howe expects students to use technology appropriately and responsibly. The school has electronic precautions in place in order for students to participate safely and securely in this environment and enjoy the rights of a digital work in an educational setting. However, no precaution can replace ethical use and sound judgment.

**SCHOOL RESPONSIBILITIES** The school will provide Internet and email access to students. School staff will help students conduct research and ensure student compliance with the school's Acceptable Use Policy. Filtering/blocking of inappropriate Internet materials is done at the school level, and the school will provide guidelines for cloud-based storage of data during Orientation. John de la Howe reserves the right to investigate any inappropriate use of resources and to review, monitor, and restrict information stored on or transmitted via JDLH-owned equipment and resources.

**STUDENT RESPONSIBILITIES** Students will abide by the school's Acceptable Use Policy and:

- Contact an administrator about any security issue they encounter.
- Monitor all activity on their personal account(s).
- Always secure the Tablet device after use to protect their work and information.
- Report email containing inappropriate or abusive language or questionable subject matter to a teacher or administrator at school.
- Return the Tablet to the school on the date they withdraw from school or transfer to another school.

## **PARENT/GUARDIAN RESPONSIBILITIES**

- Talk to your children about the values and standards you expect your children to follow as they use the Internet just as you talk to them about their use of all other media information sources such as television, telephone, movies, radio, etc.
- All school-issued Tablets contain a filter for use at home. Parents are encouraged to monitor student activity at home, especially Internet access.

## **CREATIVE COMMONS COPYRIGHT**

Student work may be uploaded to secured websites for educational purposes. The student owns the copyright to his/her original work(s). Students will be encouraged to select one of the Creative Commons Copyright licenses to include with their work. This license will state how the work can be used by others.

## **TIME OF INDIVIDUALIZED LEARNING & LESSONS (T.I.L.L.)**

T.I.L.L. stands for Time of Individualized Learning and Lessons. T.I.L.L. is required for all John de la Howe students and will be held from 8:00 p.m. until 10:00 p.m. Sunday through Thursday. By 10:15 p.m., each student should be checked back into their assigned residence halls. After this time, no student is allowed to leave their residence hall for the remainder of the evening. Final check-in will be at 11:00 p.m. nightly, at this time students are expected to be quiet and preparing for bed in their assigned room.

The centralized location for T.I.L.L. will be in the school Media Center, referred to as T.I.L.L. Central. Students also have the option to stay in their residence hall for the duration of T.I.L.L. A Resident Advisor will be present at each residence hall, as well as, T.I.L.L. Central.

Once T.I.L.L. begins, students are required to sign-in @ the Media Center and will not be allowed to change locations. Each week, one residence hall will be responsible for hosting T.I.L.L. Central. The hosting residence hall and its resident advisor are required to be present at T.I.L.L. Central for that week. Weekly hosting will be on a rotating schedule.

T.I.L.L. is a committed time for academic studies. All students should be engaged in some type of academic work. Students can study alone, quietly, or in small groups. All group work must be conducted in T.I.L.L. Central. Group work/discussion should be kept at a low volume and should not cause a disturbance to fellow students. Students who choose to stay in their residence hall for T.I.L.L. are allowed to study in their rooms, but their door should be open to allow resident advisors to ensure academic activity is occurring.

General rules for TILL are the following:

1. No phone or video calls.
2. No watching television or videos, unless related to an academic assignment
3. No playing games via phone, computer, or gaming system.
4. Do not cause any disruption to other students.
5. All music must be listened to through headphones and at a reasonable volume.

## **BULLYING, THREATS, & HAZING**

Any form of harassment, intimidation, bullying, or hate speech directed against a member of the school community are prohibited and will likely lead to dismissal from the school. Social media, or text messaging bullying, threat, or hazing will not be tolerated whatsoever, and will likely lead to dismissal from the school.

## **HORSEPLAY AND DISORDERLY ASSEMBLY**

Fighting or initiating physical violence against any member of the John de la Howe community is prohibited and will likely lead to separation from the school. Students are prohibited from using obscene language or engaging in behavior that which may result in a riot. Any student caught acting in such ways, will be dismissed from the school.

## **STUDENT DRESS CODE**

The reputation of a school and the way that we choose to represent ourselves makes a statement about our student body. For that reason, the dress code for the John de la Howe – School for Agriculture is designed to remind students that we are an educational institution, and to set them apart from visitors on our open campus. Students should expect to be addressed if their attire is deemed inappropriate or offensive in any manner. The school principal or other administrative staff will have final approval as to whether a young man's or young lady's attire or appearance is unacceptable.

During the academic day, students will be required to dress in school issued and approved attire. Issued items could include, but may not be limited to t-shirts, polo-type shirts (for competition events), light jackets, and work boots. As this is an agricultural setting, flip-flops will not be allowed during the school day. Teachers may use their discretion and ask that students remove all jewelry, as necessary, for safety and precautionary measures.

During T.I.L.L. (Time of Individualized Learning and Lessons), students may dress comfortably; however, no clothing or other apparel with inappropriate or offensive pictures, words, or lettering, (including signs or symbols) is allowed. Students are not allowed to wear halter tops, tube tops, tank tops or spaghetti straps, camisoles, bare midriffs, or any revealing clothing. No hats, scarves, sweatbands, or other head covers may be worn in the building. All pants, including jeans, must be fitted at the waist and must not be baggy, oversized, or sagging. Additionally, wearing of sleepwear as outer clothing is not permitted outside of the residence halls. Students will be allowed to wear sandals, flip-flops, etc. during T.I.L.L. hours.

Dress code in the residence halls will be appropriate for comfort and sleep. Students should always keep modesty and respect for fellow students in mind. Shoes must be worn outside of the residence halls.

## **PORNOGRAPHIC MATERIAL**

The possession, exchange, or distribution of pornographic material on campus is prohibited. This type of behavior compromises the integrity of John de la Howe and will not be tolerated. Any X-rated material sent or received via text message, social media, etc. is prohibited. Those who choose to violate this policy are subject to dismissal from the school.

## **DRUG AND ALCOHOL ABUSE**

The use, possession, and/or distribution of illegal or unauthorized prescription drugs, or otherwise illegal substances, while under the school's jurisdiction is prohibited and will likely lead to separation from the school. The use, possession, and/or distribution of alcohol on campus and while under the school's jurisdiction are prohibited and will likely lead to separation from the school.

## **TOBACCO ABUSE**

The use, possession, and or distribution of tobacco, e-cigarettes, vapes or nicotine containing device or item is strictly prohibited.

## EQUAL OPPORTUNITY

The John de la Howe – School for Agriculture is committed to equality of education opportunity. The school does not discriminate against applicants, students, or employees based on race, sex, religion, color, national origin, age, sexual orientation, or handicap.

## FEES AND CHARGES

### STUDENT MEAL FEE POLICY AND INFORMATION

The State of South Carolina, in funding John de la Howe, provides a high level of support for our residential students including campus facilities, exceptionally qualified faculty, a high teacher-to student ratio and a unique, safe and supportive residential environment. In addition, private support from individuals and businesses provides for a substantial “margin of excellence” in our programs. However, the State expects, and the school needs parental support as well. As is the case in all public schools, meals remain primarily the responsibility of the parent(s)/guardians(s). Through this fee, John de la Howe parent(s)/guardian(s) are asked to provide about two-thirds of their student’s meal-plan costs, unless financial hardship makes this impossible.

**No student will be denied participation in John de la Howe’s program due to inability to pay fees.** That is why we provide time payments, reduced rates, or waivers based on family income.

### FEE AMOUNT

The student fee is \$2,680 per student for the 2020-2021 school year and is applied to help offset meal costs. The fee will be paid by all incoming students.

A one-time room security deposit (\$100 total) is charged separately and will be refunded at the end of the senior year or within two weeks the student withdraws, via the method that it was paid, minus any charges for damages.

### PAYMENT OF FEES

The fee (or first payment) is due on or before August 1, 2020. It is payable in one lump sum or through monthly installments. If necessary, due to hardship, other payment options may be requested through the Business Office. Payments can be made by cash/money order/check. Checks should be made out to John de la Howe School and should specify that the payment is for JDLH Meal Fee 2020-2021 with the student’s name. Payment can be mailed to the following address:

**John de la Howe – School for Agriculture  
ATTN: Business Office Accounts Payable  
192 Gettys Road, McCormick, SC 29835**

There will be no interest charges incurred through JDLH’s payment plan. Please complete the Student Fee Form, including the amount due in Section I and the payment option in Section II.

### FINANCIAL AID AND WAIVERS

John de la Howe follows a need-blind policy with regard to admitting qualified students. For purposes of financial aid, JDLH will use guidelines based on the free and reduced income scale as determined on an annual basis by the U.S. Department of Agriculture and policy approved by JDLH Board of Trustees.

In cases of severe hardship, partial or complete fee waivers may be granted through the President's Office.

The deadline for financial requests for the 2020-2021 academic school year is July 15, 2020. Information submitted is held in confidence, only used for fee policy purposes.

## FINANCIAL AID SCHEDULE AND PAYMENT OPTIONS

To see if you qualify for a student fee reduction, please match your household size with your annual income based on the attached chart provided in your student enrollment packet. This scale is based upon the USDA Free and Reduced Lunch guidelines published by the Federal Government.

Fees are payable in one lump sum or in five (or ten) equal monthly installments beginning on or before August 1, 2020. If this payment plan imposes a hardship, you may contact the Business Office and request other payment arrangements for consideration.

To verify qualification for financial aid, you must complete the Student Fee Form and send a copy of the first page of your 1040 or 1040EZ tax form to the Business Office by August 1, 2020 or please contact the Business Office at 864-391-0476.

## FEE WAIVERS

The John de la Howe – School for Agriculture and its Board of Trustees is committed to the proposition that **no student will be denied admission due to an inability to pay the student fee**. Hardship fee waivers are available. Requests to waive any or the entire Student Fee amount will be evaluated on an individual basis through the President's Office.

## REFUNDS

If a student withdraws from John de la Howe, student fees will be refunded according to the following schedule:

DATE OF WITHDRAWAL:	REFUND AMOUNT*:	
Prior to the opening day of school	Full Refund	\$2,680 <b><u>2020 – 2021 STUDENTS</u></b>
Opening Day - August 31		\$ 1,796
September 1 - 30		\$ 1,340
October 1 - 31		\$ 884
November 1 - 30		\$ 456
After December 1		No Refund

If a student's withdrawal or dismissal is due to a serious violation of the JDLH discipline code, the President may determine that no refund is allowed. For a withdrawing student who receives Financial Aid, any refund amount will be adjusted according to amount assessed.

## DELINQUENT PAYMENTS

Students will not be allowed to enroll or re-enter the John de la Howe – School for Agriculture at the beginning of an academic year when their balances or payments are in arrears. JDLH may withhold other services for failure to make scheduled payments.

**JDLH will not issue monthly billings and statements and it is the parent(s)/guardian(s) responsibility to schedule timely payments.** Please notify the Business Office (864-391-0476) if a scheduled payment will be late. A \$10.00 late fee may be charged for any balance that falls in arrears beyond the 10th calendar day of the month in which it was due. If a check (or other payment) is not honored by your bank, JDLH may require an alternate payment method.

## PRIVACY, SEARCH AND SEIZURE

Each student's rights to privacy will be protected according to State and Federal law. Searches of individual students' rooms and effects will only be conducted when there is a legitimate concern for safety, and/or probable cause to believe there is a presence of contraband. When necessary, searches will be conducted by Residential Life staff. The Department of Public Safety may be called for assistance.

Entry into a student's room will be announced by knocking and identifying who is conducting the search. The reason for the search will be explained. If the student refuses to unlock their door at this time it will be opened by staff with a master key.

Entry may be made into a student's room without consent only when there is probable cause to believe the student's safety is in jeopardy. For example, a student does not report to class and does not answer their residence hall room door.

Law enforcement will be notified if illegal contraband is discovered or if information regarding the student's safety or others observed. Contraband may be seized and confiscated. A receipt will be issued to the student describing the item(s) seized with the date, time, and staff name conducting the search.

Any and all searches will be conducted according to South Carolina State Statute 59-63 Article 11. Law enforcement with search warrants or presenting facts exceptionally excluding the necessity of a search warrant will be accommodated by the Residential Life Coordinator.

## CODE OF CONDUCT

### PHILOSOPHY

The John de la Howe Board of Trustees believes that students desire the best possible education in a positive learning environment. We also realize that we have a huge challenge monitoring and securing our students' safety due to the large acreage of our campus. As a residential school, our rules must stress safety 24 hours a day, seven days a week. The entire John de la Howe community will have a shared part in providing a safe and orderly environment. Although school officials have selected students with spotless discipline records, the Code of Conduct will be used to re-emphasize our expectations for our students on and off campus.



A proper learning atmosphere requires that the teaching and learning process be free of disruptions. Good student behavior is essential to the achievement of the schools' mission. The Code of Conduct is designed to make our students accountable for their own actions and to help us maintain a desirable campus environment. It is our desire that all school violations be resolved between faculty, staff members, students, and parents in a calm and reasonable manner.

## ACADEMIC INTEGRITY AND HONOR CODE

At the John de la Howe – School for Agriculture, we believe that academic and personal integrity are essential in creating a positive learning environment for students, faculty, and school family. We strive to embody a spirit of trust and honesty and instill accountability amongst our school community. We are committed to developing each member of our learning community into future leaders in agriculture.

The purpose of the Honor Code is as follows:

1. To communicate the importance of intellectual honesty and academic integrity to all students.
2. To support the interest of the community in maintaining a high academic culture; and
3. To identify and educate those who fail to live up to the stated expectations of the school community regarding these standards.

The student body and faculty at JDLH will not tolerate any violation of the Honor Code. Violations of the Honor Code may lead to suspension or expulsion.

All members of the community will be expected to uphold this honor pledge and all the Honor Code embodies:

*As a member of the John de la Howe – School for Agriculture community, I will not engage in, condone, or assist others in any act of dishonesty or plagiarism. I understand that I am held to a high standard as a member of this school community and am expected to contribute to a positive learning and living environment. I promise to create a spirit of honor, both by upholding the Honor Code and JDLH policies myself and encouraging others to do the same.*

## DISCIPLINARY CODE

This section is not all inclusive as unknown circumstances may arise. Depending upon the severity of the situation at hand, is it the disciplinary boards' discretion to take action as they see fit without any precedent set for future cases. Improper conduct at any time may result in disciplinary action or dismissal from the school at the discretion of the school's administration and disciplinary board.

Students with special needs shall be disciplined in accordance with the disciplinary provisions of their Individual Education Plan (IEP).

## VIOLATIONS AND CONSEQUENCES

Those who choose to engage in the following behaviors or commit the following school violations must face the consequences for their actions. Those who violate **Category III** pose a threat to the community and may result in permanent dismissal from the school.

All faculty and staff must report all violations and documentation to the office administrator immediately following the event. In the event if needed, faculty and staff may contact the school safety officer.

### **CATEGORY I VIOLATIONS:**

- Classroom misconduct
- Curfew violation
- Dress code violation
- Inappropriate public display of affection
- Misuse of electronic devices
- Morning, Evening, or Building Check
- Noise/quiet hour violation
- Perimeter violation
- Profanity
- Room inspection/safety violation
- Check-In/Check-Out violations
- Unexcused tardiness

*\*Third-time violators will have Category II consequences*

### **CATEGORY I CONSEQUENCES:**

- Written Warning
- Parent Conference
- Work Chores
- Essay
- Confiscation
- Restitution for damages
- Any combination of the above

### **CATEGORY II VIOLATIONS:**

- Bullying
- Disruptive behavior/disruption of school
- Failure to comply with directions of school personnel on or off campus
- Fighting
- Harassment
- Honor Code Violation
- Inappropriate/misuse of school property
- Integrity violations
- Misconduct on a school bus, charter bus, or other school vehicle
- Private enterprise/gambling
- Pornographic material
- Safety violations
- Severe curfew violation
- Threatening action
- Tobacco and e-cigarettes
- Unexcused absences

- Vandalism
- Violation of disciplinary probation

*\*Third time violators will have Category III consequences*

## **CATEGORY II CONSEQUENCES:**

- On campus/In-Room restriction
- Work Chores
- Restitution for damages
- Probation
- Restorative Conference
- Suspension

## **CATEGORY III VIOLATIONS:**

- Assault involving a weapon
- Assault on another student
- Assault on another student causing serious injury
- Assault on school personnel, employee, or another adult who is not a student
- Bomb threats or hoax and false fire alarms
- Chemicals and drug paraphernalia
- Criminal conduct
- Extortion
- Firearms and/or explosive devices
- Fighting (2<sup>nd</sup> offense)
- Hazing
- Honor Code violation (2<sup>nd</sup> offense)
- Narcotics, alcoholic beverages, controlled substances and other intoxicants
- Pyrotechnic/incendiary devices
- Sexual Activity
- Violation of disciplinary probation
- Weapons/dangerous instruments other than firearms

## **CATEGORY III CONSEQUENCES:**

- Suspension with Probation
- Restorative Conference
- Legal Action
- Recommendation for Expulsion

## **CONSEQUENCE DESCRIPTIONS**

### **WRITTEN WARNING**

Written warnings will be used to bring to your attention of new or ongoing deficiencies in your conduct. All warning will include a review of the policy being violated. A written warning is put in place so a student can take immediate correction action. A second violation will result in an incident report and a conference with school administration. During this conference, consequences will be issued.

## **WORK CHORES**

Students can be assigned work services on campus. Work must be performed outside of class hours.

## **RESTORATIVE CONFERENCE**

All parts must agree to have this conference. This is a structured meeting between offenders, victims, and both parties' family and friends. Violator(s) will hear first-hand how their behavior has affected people. The goal of the conference is to hold the violator(s) accountable and to repair the harm they may have caused. This conference can be used in lieu of suspension or recommendation for expulsion.

## **ESSAY**

An essay can be assigned to a student as their consequence for any disciplinary behavior. This is an opportunity for the violator(s) to reflect on their negative behavior and put immediate corrective action in writing.

## **RESTITUTION FOR DAMAGES**

School administration can require restitution from students who damage and/or destruct school property. The \$100 deposit fee does not apply, as it only covers accidental damages done in the residence halls.

## **CONFISCATION**

Any item that is considered illegal, inappropriate, or misused may be confiscated at the discretion of the school administration. All confiscated items must be reported to the campus police or administrator.

## **ON CAMPUS/IN-ROOM RESTRICTION**

A student may be restricted on campus or to his/her room for a prescribed time period, which could result in an entire semester or entire school year depending upon the severity of the case. In such cases, **ONLY** a parent/guardian may sign the student out to go off campus.

## **DISCIPLINARY PROBATION**

Any student who violates any Category II or III offense OR numerous Category I offenses can be placed on school probation. Students may be placed on probation for a semester or an entire academic school year, depending upon the severity of the violation. Probation can be used in lieu of suspension or recommendation for expulsion. The violation of probation may result in suspension or recommendation for expulsion.

## **SUSPENSION**

A student may be suspended from school for numerous Category I infractions, Category II & III infractions or violation of disciplinary probation. The number of days of suspension will depend on the infraction details but will not exceed ten academic days.

## **RECOMMENDATION FOR EXPULSION**

A student may be recommended for expulsion for any Category III infraction or for a violation of disciplinary probation. If the school recommends expulsion, the JDLH President will oversee the expulsion hearing and decide as to whether the student will remain or be expelled from the school.

## **DUE PROCESS**

## **AUTHORITY**

- A. All faculty and staff members** have the authority to:
  - a. Issue written warning
  - b. Assign work chores and essay
  - c. Confiscate items
- B. School administration and Residential Life Coordinator** has the authority to:
  - a. Conduct Restorative Conferences
  - b. Assign Restitution and restrictions and disciplinary probation
  - c. Suspend student and recommend expulsion
- C. School administration, Residential Life Coordinator, and campus police** have the authority to investigate any school or law infraction

## **NOTIFICATIONS**

- A. All students will receive a copy of their incident report
- B. All parents/guardians will receive a call or email if their child receives an incident report
- C. All discipline referrals that are criminal in nature will be reported to campus police

## **SUSPENSION**

- A. Given the highly participatory nature of the curriculum, only major tests and projects that occur during the suspension may be completed without losing credit. Students must be prepared to submit materials or take tests immediately upon their return. All other work, including daily work, quizzes, and assignments that require class participation will result in a grade of zero. Students are encouraged to contact their teachers to minimize material missed and to keep up with their studies while away.
- B. Students will not be allowed to drive his/her car home if they are suspended for the following:
  - 1. Weapons
  - 2. Drugs or Alcohol
  - 3. Repeated vehicle violations

## **EXPULSION HEARINGS**

- A. The President will inform the student's parents/guardians of the basis of the recommendation of the Expulsion Hearing. He or she will notify the student's parent/guardian in writing of the time and the place of the hearing. The hearing shall take place within ten days of the written notification of the expulsion recommendation and a decision shall be rendered within five (5) calendar days of the hearing.
- B. At the hearing, an administrator will present the facts of the case on behalf of the administration, including the testimony of any relevant witnesses, if appropriate. At the conclusion of the administration's presentation, the student and/or his/her parent/guardian may present witnesses with relevant testimony. Within the discretion of the President, either party may appropriately question the witnesses of the other party. In addition, the administrator may also ask questions. The student may invite a faculty or staff member to be present for personal support.
- C. The student may be represented by counsel at the expulsion hearing. However, if a student is to be represented by an attorney, he must notify the President at least three (3) days prior to the hearing. Failure to notify the President that a student will be represented by counsel at an expulsion hearing may result in the postponement of the hearing. The President will inform the student and parent/guardian of the decision within five days after the hearing. An official letter of notification will follow the initial contact.

## APPEALS

- A. Following the hearing, the student or his/her parents/guardians may appeal the President's decision in writing within ten days, to the John de la Howe Board of Trustees, which will have the final authority to grant or deny an appeal. Once a student is dismissed from the school, he/she cannot apply for readmission. **Expulsion is final.**
- B. If an expulsion hearing is overturned, the student will be allowed to make-up work without penalty and all reference to the expulsion will be removed from the student's record.
- C. All discipline referrals will be recorded into PowerSchool and will be a part of the students Discipline Report.

## LEGAL CHARGES

- A. Legal charges may also result from any Category II or III violations that is a criminal act. Any disciplinary action by JDLH may be in addition to any penalty imposed in the criminal courts.
- B. A student who has been charged with a serious violation of the criminal law or a felony may be removed from the school by the Principal to protect other people or property at the school.

## SPECIAL NEEDS STUDENTS

Students with special needs shall be disciplined in accordance with the disciplinary provisions of their Individual Education Plan (IEP).

## POLICY DEFINITIONS

In addition to the definitions below, please refer to all other sections of this handbook regarding policies and expectations.

- **Assault on another student:** Assault is the threat of causing or attempting to cause physical injury to another student or intentionally behaving in such a manner as could reasonably cause physical injury or the fear thereof to any student.
- **Assault on another student causing serious physical injury:** Assault is the threat of causing or attempting to cause serious physical injury to another student or intentionally behaving in such a manner as could reasonably cause serious physical injury to any student.
- **Assault on school personnel, employee, or other adult who is not a student:** The attempt to cause physical injury to any school official, employee, or adult who is not a student or behavior that could reasonably cause physical injury to any school official, employee, or adult who is not a student.
- **Assault involving a weapon:** Assault with a weapon or other object that could reasonably be considered a weapon.
- **Bomb threat or hoax and false fire alarms:** Communicating a report, while knowing or having reason to know the report is false, that located on any school premises is a device designed to cause damage or destruction by explosion, blasting, or burning. Placing or causing to be placed on any school premises with the intent of perpetrating a hoax, any device which would appear to a reasonable person to be a bomb or similar instrument capable of causing injury and/or damage. Students will not initiate a false fire alarm on any school premises.
- **Bullying and Harassment:** Bullying and harassment includes any action that deliberately attempts to create an intimidating, hostile, or offensive environment for another person. Examples of harassment include, but are not limited to, sexual harassment, sexual advances, and requests for sexual acts or favors, inappropriate sexual remarks or humor, displaying sexually explicit material, verbal or physical conduct of a harassing nature. This inappropriate behavior can be between members of the same or

opposite sex and may involve the use of ethnic or racial slurs, jokes, or humor, physical assault, written notes, letters, or electronic media intended to embarrass or offend another person.

- **Classroom Misconduct:** Excessive talking, sleeping in class, distracting other students, not participating in classroom activities or any behaviors that requires the teacher to address the behavior is considered classroom misconduct.
- **Check-In/Check-Out Violation:** See Chapter 2 Check-In/Check-Out procedure in the Student Handbook.
- **Criminal conduct:** Criminal conduct whether prosecuted or not (includes, but is not limited to, shoplifting, drug possession, and distribution of illegal substances).
- **Curfew violation:** To be off campus, out of the residence hall, off your floor, or out of your room without authorization after the prescribed curfew time.
- **Disruptive behavior/disruption of school:** Disruptive behavior constitutes any physical or verbal action which could or does substantially disrupt, disturb, or interfere with the peace, order, and/or discipline within the learning environment or during any school-related activity.
- **Dress code violation:** Dress or attire that is inconsistent with the dress code guidelines delineated in the student handbook.
- **Misuse of electronic devices:** Electronic devices include but are not limited to pagers, cellular telephones, and laser pointers.
- **Failure to comply with directions of school personnel:** Students shall comply with all appropriate or reasonable directions of the President, teachers, substitute teachers, security officers, student services staff, bus drivers, and all other school personnel who are authorized to give such directions during any period of time when they are subject to the authority of such school personnel.
- **Fighting:** The act of hitting or kicking another student or other person. Any actions, comments, or written messages intended to cause others to fight or which might reasonably be expected to result in a fight will be considered the same as fighting. A student who is attacked may use reasonable force in self-defense, but only to the extent necessary to free himself/herself from the attack and to notify proper school authorities. A student who exceeds this reasonable force may be disciplined even though he/she may not have provoked the fight.
- **Firearms and/or explosive devices:** The handling or transmitting, whether openly or concealed, of any gun, rifle, pistol, or any other firearm or explosive device of any kind while under the jurisdiction of the school.
- **Gambling:** To play a game for stakes; to bet; taking a chance with the possibility of financial or personal gain or loss.
- **Hazing:** Hazing is a violation of state law. Hazing includes, but is not limited to, any action taken or intentionally created situations to produce mental or physical discomfort, embarrassment, harassment, ridicule, or suffering.
- **Honor Code violation:** See Chapter 3 Academic Integrity and Honor Code in the Student Handbook.
- **Inappropriate public displays of affections:** See Chapter 2 Student Relations and PDA in the Student Handbook.
- **Inappropriate use/misuse of school property:** The use of school property in ways or for reasons other than the intended use.
- **Integrity Violation:** All students are expected to be honest and trustworthy in their interactions with students and all faculty and staff members.
- **Morning/ Evening Check:** All students must be present for the morning check in at 7:45 a.m. (Cafeteria) and evening check at 10:15 p.m. (Residence Hall).



- **Misconduct on a school bus or other school vehicle:** All students at all times will observe the directives of the school bus/vehicle driver and all other rules outlined in the Code of Conduct.
- **Noise/Quiet Hour violation:** See Chapter 3 T.I.L.L. Time in the Student Handbook.
- **Narcotics, alcoholic beverages, controlled substances, chemical and drug paraphernalia:** Possession, use, or transfer of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic drug, or any other controlled substance, to include alcoholic beverages, malt beverages, or fortified wine or other intoxicating liquor. Possession, use, or transfer of drug paraphernalia or counterfeit drugs or inhaling or ingesting any chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the student's mood or behavior. This may include the misuse or use inconsistent with the labeling of prescription or over-the-counter medications. Possession may include items in a student's direct physical possession, placed in an area outside the student's direct control, or held for another student.
- **Perimeter violation:** To be outside the boundaries delineated on the walking map or to be in areas on campus or off that have been denoted as off limits.
- **Private enterprise:** Selling merchandise, magazines, newspapers, or other property on school grounds, unless same is an approved school activity, is considered private enterprise.
- **Profanity:** Language or gestures that a reasonable person would consider improper, degrading, irreverent, vulgar, or obscene.
- **Pyrotechnic/incendiary devices:** Pyrotechnic and incendiary devices are materials intended or originally likely to result in a fire. These devices include, but are not limited to, fireworks, explosives, lighters, explosive caps for toys, smoke devices, trick noisemakers, wire sparklers, and other sparking devices.
- **Room Inspection/Safety violation:** See Chapter 2 Room Checks and Cleanliness in Student Handbook.
- **Theft or damaging property:** Theft is stealing, attempting to steal, or possessing stolen property. Damage is intentionally harming or attempting to harm any school or private property while under school jurisdiction.
- **Threatening actions or extortion:** Threatening actions or extortion include language which threatens force or violence, and any sign or action which constitutes a threat of force or violence toward any school employee, other student, or any other person.
- **Tobacco:** Use of any tobacco and e-cigarette product or possession of tobacco or tobacco paper at any time the student is under the jurisdiction of the school (includes all areas of campus, and school trips). This prohibition includes e-cigarettes, vaporizers, and similar devices.
- **Unexcused Absences:** Students who miss a school day should provide a medical or written parent excuse. The following will be considered an excused absence: personal or family member illness, death of a relative, medical appointment, observance of religious holiday, or college visit.
- **Unexcused Tardiness:** Any student 5 minutes or more late for a class or any scheduled meeting or event will be considered tardy.
- **Violation of disciplinary probation:** Any student that violates any Category II or III offense when they are on probation.
- **Weapons/dangerous instruments other than firearms:** Handling or transferring, whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, facsimile of a gun, bullet, knife, ice pick, dagger, slingshot, leaded cane, loaded can, sword cane, machete, switchblade, blackjack, metallic knuckles, razors and razor blades, or any other object that can reasonably be considered a weapon or dangerous instrument.